



United States Department of State

Washington, D.C. 20520

OFFICE OF THE SECRETARY

7-0360X

March 9, 1987

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[Redacted]
Director of Security
Central Intelligence Agency
Room 6S17 Stafford Building
Washington, D.C. 20505

Dear [Redacted]

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Mr. Robert Lamb, Assistant Secretary for Diplomatic Security, sent a memorandum to Mr. Craig Alderman, Chairman of the IG/CM(P), identifying me as the Chairperson of the Physical Security Committee, Interagency Group for Countermeasures (Policy). The Committee must support the IG/CM(P) to meet the DCI mandate and provide, before 15 April 1987, an initial report regarding the implementation of the President's Report on CI/CM.

This letter is an invitation to you and/or your representative to attend the first formal meeting of the Committee on 23 March 1987 at 1400. The meeting will be held in conference room 6W02 at 1724 F. Street, NW, Washington, D.C.

Attached for your review and comments is a draft charter. A final version will be adopted after we receive input from Committee members. I look forward to working with you and your staff to develop a cohesive effort for establishing physical security standards and addressing research and design.

Thank you for your assistance and cooperation.

Sincerely,

Louis Schwartz, Jr.
Director
Diplomatic Security Service

Attachment: As stated.

Charter for IG/CM(P)'s
Physical Security Committee (PhySC)

Pursuant to the provisions of the Senior Interagency Group-Intelligence (SIG-I) Directive 2, a Physical Security Committee (PhySC) is herewith established under the IG/CM(P).

I. MISSION

The PhySC will assist the IG/CM(P) in its support of the SIG-I by formulating national policy related to the physical protection of sensitive/classified information and material, facilities housing national security information, equipment and people. Full consideration will be given to the statutory authorities of the DCI and to the provisions of the Atomic Energy Act of 1954, as amended. The PhySC will arrange coordination with other committees and elements of the IG/CM and IG/CI structure and other duly constituted bodies for matters of common concern.

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II. FUNCTIONS:

Under the general guidance of the IG/CM(P), the Physical Security Committee will:

A. Advise and assist the IG/CM(P) on all physical security and protection issues.

B. Coordinate the development of uniform minimum construction criteria for facilities housing sensitive and/or classified materials, both domestic and overseas.

C. Develop minimum standards for the secure storage of sensitive and/or classified materials.

D. In conjunction with the National Bureau of Standards, the General Services Administration and other appropriate organizations, establish procedures to test and certify for government-wide use the following categories of security and protective equipment:

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1. Storage containers
2. Locking devices
3. Metal/explosive detectors
4. Building physical security
 - (a) perimeter walls
 - (b) barriers (vehicle and pedestrian)
 - (c) building walls and transparencies
 - (d) Access Control Systems
5. Intrusion detection systems
6. Access prevention equipment
7. Tactical communications equipment
8. Body-worn and vehicular armor
9. Document destruction equipment
10. Administrative (non-secure) telephone equipment and systems.

E. Establish minimum destruction standards for each level and type of sensitive and/or classified information or material (paper, glass, film, computer disks and tapes, etc.).

F. Develop government-wide policy governing the physical protection of secure facilities, information, material, equipment and personnel.

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G. Develop means for ensuring continuing awareness of the nature of security threats to facilities and to the information, material, equipment or personnel therein.

H. Provide a means to evaluate the effectiveness of the physical security countermeasures programs sponsored by the PhySC.

I. Establish policy for the development of effective and workable emergency action plans for each facility and location housing sensitive and/or classified material.

J. Sponsor specialized studies, research and reporting on matters of common concern.

K. Develop and sponsor government-wide training and professionalization programs for personnel performing physical security functions.

L. Establish and maintain lines of communication among all interested physical security and security-related elements of government and the private sector.

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M. Provide a medium to exchange information, materials, ideas, resources and experience in furtherance of mutual interests.

N. Establish an oversight capability to review implementation of PhySC policy.

III. RESPONSIBILITIES

A. The PhySC member agencies will furnish and the PhySC shall collect data for use in reports requested by the SIG-I or the IG/CM(P).

B. The PhySC shall be responsive to member agencies which furnish sensitive information in support of any of the PhySC functions, in honoring these agencies' need-to-know restrictions. To this end, its structure shall accommodate executive sessions, limited disseminations, sanitizations, or any other mechanisms which allow the sensitive information to be used without jeopardizing sensitive programs.

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C. IG/CM(P) Physical Security Committee concern with special policies, rules or procedures for the protection of Sensitive Compartmented Information and/or intelligence sources and methods will be limited to that specifically requested by the responsible official; in the case of SCI and protection of intelligence sources and methods, the responsible official is the DCI.

IV. COMPOSITION AND ORGANIZATION

A. The PhySC Chairman shall be appointed by the IG/CM(P) Chairman, subject to the concurrence by the Chairman, SIG-I, for a term of three years, based on nominations from member agencies. Should a vacancy occur during such a three-year term, the IG/CM(P) Chairman shall call for new nominations from member agencies. The Committee Chairman must be a senior line manager from an agency with a significant equity involvement in the specific function or have other recognized expertise.

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B. PhySC members will also be senior line managers from agencies across the government with major equities or PhySC expertise.

C. Representatives of other departments, agencies and committees with responsibility for security programs relevant to the PhySC may attend designated meetings by invitation of the IG/CM(P) or the PhySC Chairman, and subject to the need-to-know caveats imposed by any members providing sensitive input to the meeting.

D. PhySC will consist of one representative of each of the following: Director, CIA; th Assistant to the President for National Security Affairs; the Deputy Secretary of State; the Deputy Secretary of Defense; the Chairman, Joint Chiefs of Staff; the Attorney General, Department of Justice; the Director, Federal Bureau of Investigation; the Director, National Security Agency; Director, Defense Intelligence Agency; Army; Navy; Air Force; Marine Corps; US Secret Service and the Department of Energy.

E. The Chairman, PhySC, may establish subcommittees and other subordinate groups as required.

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F. The PhySC shall select its own Secretariat. A representative of the Community Counterintelligence and Security Countermeasures Staff of the Intelligence Community Staff (CCISCMS/ICS) will be an observer and provide, as appropriate, IG/CM(P) Executive Secretariat support.